

EPA ENERGY STAR Portfolio Manager Training Session

Wednesday, February 17, 2010 at 9:30 a.m.

South Puget Sound Community College, Hawks Prairie Campus

Training will be provided February 17, 2010, for plant managers, accountants, business managers, or others who will be entering agency buildings and energy use data into the Portfolio Manager. Pre-registration is required for the computer lab class, or to participate in the WebEx presentation on your own computer.

Attendees with no experience in Portfolio Manager are asked to view a 20-minute animated pre-recorded training session and enter a building into the Portfolio Manager prior to attending the session. You will use the building you entered, during the computer lab or WebEx session. This will help you get more out of the class.

Here is the link to the animated training. It automatically starts with audio, so be ready to turn down the volume:

http://www.energystar.gov/ia/business/benchmarking_training/benchmarking.html

After viewing the training, please enter one of your facilities into the Portfolio Manager by following the Step-by-Step Instructions at this link:

<http://www.ga.wa.gov/energy/EnergyStar.htm>

The February 17 ENERGY STAR Portfolio Manager workshop will cover the following topics:

- buildings which share meters on campuses
- campus steam and chilled water
- sharing your buildings with General Administration
- using upload templates
- multiple facility meter uploads

If you would like us to cover another topic, please let me know as soon as possible. Make sure you come to the workshop with the experience of entering at least one building into Portfolio Manager. If you have difficulty using the Portfolio Manager, click on the "help" icon at the top right-hand of your Portfolio Manager account page, next to the logout icon, for online help. Don't hesitate to give me a call if you are still having trouble. – Donna Albert, GA Energy Program, donna.albert@ga.wa.gov, 360-902-7248

**REGISTRATION OPENS JANUARY 22 FOR YOUR CHOICE OF THE
SPSCC HAWKS PRAIRIE COMPUTER LAB CLASS OR A WEBEX
CONNECTION TO YOUR WORK OR PERSONAL COMPUTER. RETURN
TO THE GA ENERGY STAR WEBPAGE TO REGISTER.**